

## **GENERAL INFORMATION**

- Performance ratings and attendance records (of those applicants scheduled for interview) will be shared with the hiring division.

## **INSTRUCTIONS FOR COMPLETING THE TRANSFER APPLICATION HR-6**

- A transfer application may be submitted by a regular or temporary paid employee.
- Regular employees must have worked in their current position for a minimum of 6 months prior to submitting a transfer application.
- The transfer application must be received in HR prior to the deadline on the posting.
- A resume should be attached to the transfer application, if available.
- An employee is not required to obtain his/her supervisor's approval before submission of the transfer application. However, notice to the supervisor is required before an interview is scheduled.
- Any questions regarding these instructions or the transfer application should be referred to Human Resources.
- Be sure that you complete the form and sign and date before forwarding it to Human Resources, Employment and Placement, Building 201 (AE) or Human Resources, Building 710 (AW).

## **DIRECTIONS**

- Indicate the job title, division and requisition number for which you are applying. Complete your name, payroll number, job title, division, extension, and building number.
- Indicate if you have notified your supervisor.
- Check if you are a regular or temporary employee.
- If regular employee, indicate if you have been in your current position for at least six months.
- If temporary employee, state your appointment expiration date.
- List near relatives other than your spouse employed in the division to which you are seeking a transfer and your relationship to them.
- List experience, knowledge, and skills directly related to the position opening. List the years, and companies at which this experience was gained.
- Circle the highest degree received and list discipline.
- Sign and date the transfer application.

## TRANSFER APPLICATION

**ALL INTERNAL APPLICANTS ARE FORWARDED FOR REVIEW REGARDLESS OF QUALIFICATIONS.**

Applying For: Requisition No.	Job Title:	Division:
Name:	Current Job Title:	Payroll #:
Phone:	Building No.:	Division:

Have you notified your supervisor?

☐ Yes

☐ No

Employment Status:

☐ Regular

☐ Temporary

If a regular employee, have you been in your current position for 6 months?

☐ Yes

☐ No

If a temporary employee, what is your appointment expiration date? \_\_\_\_\_

Do you have any near relatives, other than spouse, employed in the division to which you are now seeking a transfer (i.e., parents, children, brother, sister, step relatives, or in-laws)?

☐ Yes

☐ No

If yes, provide name and relationship: \_\_\_\_\_

List knowledge and skills directly related to posted position, and the companies at which this experience was gained.

**Company/Job Title:**

From - to - Years

Knowledge/Skills:

**Company/Job Title:**

From - to - Years

Knowledge/Skills:

**Company/Job Title:**

From - to - Years

Knowledge/Skills:

Other Relevant Information:

Degree Level (circle)    PhD            MBA            MS            BS            HS/GED    Other \_\_\_\_\_

Discipline: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Attach Resume, if Available